




GSA Office of the Chief Acquisition Officer

February 19, 2009

MEMORANDUM FOR: AGENCY LIAISON REPRESENTATIVES FOR THE
CATALOG OF FEDERAL DOMESTIC ASSISTANCE

FROM:  RICHARD CLARK, PROGRAM MANAGER
CATALOG OF FEDERAL DOMESTIC ASSISTANCE
INTEGRATED ACQUISITION ENVIRONMENT (VSI)

SUBJECT: 2009 CFDA Data Call and Recovery Act Guidance

This memorandum transmits reporting requirements for the Catalog of Federal Domestic Assistance (CFDA). General Services Administration (GSA) is preparing to process agency submissions for publication to the CFDA Web Site (www.cfda.gov).

As mandated by the Federal Program Information Act, Public Law 95-220, as amended, Federal agencies must submit information regarding their Federal assistance programs to GSA. Agencies comply with this requirement by updating, adding or deleting programs in the CFDA database.

In addition, the President has requested accelerated actions to implement the funding provided through the American Reinvestment and Recovery Act of 2009 (Recovery Act). This guidance will provide specific procedures for processing CFDA Recovery Act program information.

2009 CFDA Instructions and Guidelines

Deadlines for Agency Submissions:

CFDA Programs with Recovery Act Funding	March 31, 2009
CFDA Programs without Recovery Act Funding	June 5, 2009

CFDA Programs with Recovery Act Funding to be Submitted to www.max.omb.gov. In order to expedite the review and processing of CFDA programs that will have Recovery Act funds added to ongoing programs, or created as new Recovery Act CFDA programs, we request that you submit an

electronic file for each program description to the Office of Management and Budget's online collaborative tool at www.max.omb.gov .

- If you are not a current user, please register for a Userid at (www.max.omb.gov)
- Once you are logged on, go to the CFDA Recovery Page at (<https://max.omb.gov/community/x/QIOXDw>)
- You will request your new CFDA Recovery Numbers by submitting an electronic program description using the attached template (see Attachment 1) at the appropriate link for New CFDA Programs.
- To provide updated information from the Recovery Act in existing CFDA programs, you can attach an electronic document for each program description at the appropriate link for Existing CFDA Programs.
- GSA will review each new description within one (1) business day for completeness, then either approve the CFDA number or reject for additional information.
- New CFDA Recovery Programs that GSA approves will be forwarded to OMB's Resource Management Officers (RMOs) for further review.
- OMB RMOs will expedite their review of Recovery Act Programs, and turnaround within (3) business days from receipt unless other timeframes are discussed with the agency.
- Rejected requests will be returned to agencies for further documentation and resubmission to MAX.
- Once RMOs verify submissions, they will be posted on the respective Agency Page in MAX.

Highlighting Recovery Act Information and Funding. It is **mandatory** that agencies clearly identify Recovery Act program requirements, application procedures, and financial obligations within each CFDA Recovery Act program description. We will rely on each agency to follow the guidance provided by the OMB Director for the proper annotation of Recovery Act funding in CFDA program descriptions. Where necessary, GSA will reinforce OMB's guidance. As additional policy guidance is defined for tracking financial expenditures, we will provide that information to you.

CFDA Programs without Recovery Act Funding - General Guidelines. Your ongoing assistance is needed to review and update each full program descriptions on an annual basis. The two critical aspects of your review include: 1) the basic assistance program information (i.e., text for program objectives, current authorization, and application procedures); and 2) the current budget information for financial obligations. We need current budget obligations (FY 08 actual, FY 09 estimate, and FY 10 estimate), and the appropriate 11-digit Account Identification Number under "FINANCIAL INFORMATION." Budget data must be updated annually, as long as the program remains funded.

No program description will be accepted or processed without program authorization, clear program objectives, the 11-digit Account Identification Number, and financial obligations for at least the current (FY 09) or future (FY 10) fiscal year. (See Attachment 2 for description of the Account Identification.)

Budget Review. The central budget officer in each agency should review your submissions, to the fullest extent possible. This directive was initiated at the request of OMB for the purposes of providing central budget officer review for each submission as a way to improve the quality of both the financial and program information. OMB will review the accuracy of budget obligations on an annual basis.

Please complete all submissions by June 5, 2009. If there are unusual or extenuating circumstances where it is not possible to submit information by that date, written notification to that effect is mandatory. GSA must report the program status to OMB including rationale for program descriptions that are not updated.

CFDA System and Web Site Status. As announced in the January 28, 2009 CFDA Users' Meeting, the CFDA System and Web Site are being redesigned, and therefore will not be available for processing data until late March or early April. We request that you hold your updated data until that time. We will inform you on the availability and status of the system and deadlines.

The project schedule for the New CFDA System and Web Site is as follows:

Testing and Evaluation	March 31, 2009
Agency and Staff Training	April 13, 2009
System Implementation	April 21, 2009
Input of Final 2009 CFDA Data	June 5, 2009

The CFDA Team appreciates your assistance with publishing the 2008 CFDA data. We look forward to providing excellent support for the CFDA Program. If you need further assistance, please do not hesitate to contact Ms. Donna Davis on (703) 605-3455 or at donna.davis@gsa.gov.

Attachments

NEW CFDA PROGRAM TEMPLATE

:010

:020

:030 FEDERAL AGENCY:

:040 AUTHORIZATION:

:050 OBJECTIVES:

:060 TYPES OF ASSISTANCE:

:070 USES AND USE RESTRICTIONS:

:080 ELIGIBILITY REQUIREMENTS:

:081 Applicant Eligibility:

:082 Beneficiary Eligibility:

:083 Credentials/Documentation:

:090 APPLICATION AND AWARD PROCESS:

:091 Preapplication Coordination:

:092 Application Procedure:

:093 Award Procedure:

:094 Deadlines:

:096 Appeals:

:097 Renewals:

:100 ASSISTANCE CONSIDERATIONS:

:101 Formula and Matching Requirements:

:102 Length and Time Phasing of Assistance:

:110 POST ASSISTANCE REQUIREMENTS:

:111 Reports:

:112 Audits:

:113 Records:

:120 FINANCIAL INFORMATION:

:121 Account Identification:

:122 Obligations:

:123 Range and Average of Financial Assistance:

:130 PROGRAM ACCOMPLISHMENTS:

:140 REGULATIONS, GUIDELINES, AND LITERATURE:

:150 INFORMATION CONTACTS:

:151 Regional or Local Office:

:152 Headquarters Office:

:153 Web Site Address:

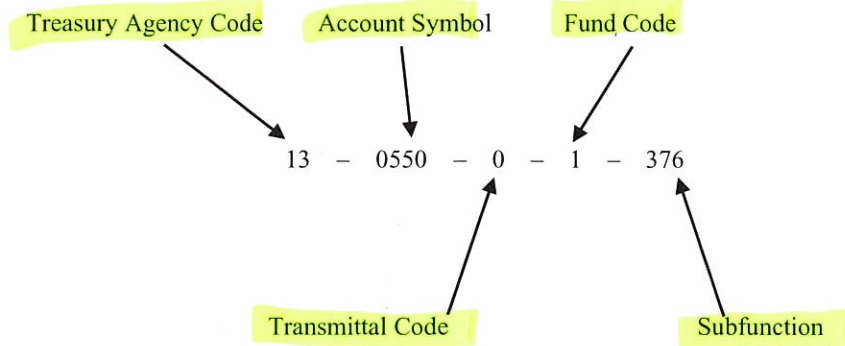
:160 RELATED PROGRAMS:

:170 EXAMPLES OF FUNDED PROJECTS:

:180 CRITERIA FOR SELECTING PROPOSALS:

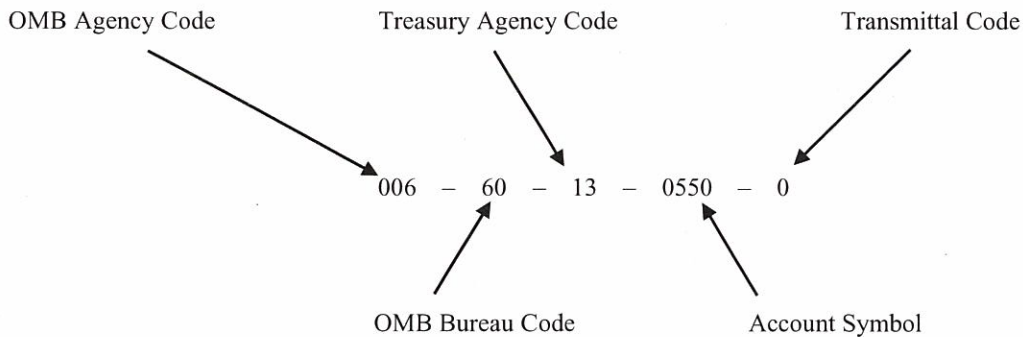
DIAGRAM OF 11-DIGIT ACCOUNT IDENTIFICATION NUMBER

► Account identification code as shown in Budget Appendix



for CFDA programs

► Account identification code as shown at top of MAX data entry screen



79.3 How do I request new accounts, changes to existing accounts, or changes to the information contained in the BAT file?

(a) *General.*

If you need to request a new account or make changes to an existing account or the information contained in the BAT file, please advise your agency's OMB budget representative. If requesting a new account, you will need to provide information on:

- Fund type
- BEA category
- Function
- User charges
- Receipt type
- Receipt source
- Legal authority

These classifications are discussed further below. OMB will coordinate with Treasury, as required, make the necessary changes to the BAT file, and notify you when the change is complete.